

# ARS □ CSREES □ ERS □ NASS

## *Policies and Procedures*

***Title:*** Non-Federal Employment

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Personnel Policy and Systems Branch

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This Directive covers Hosting Enrollees  
or Federal Grant Programs.

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## **1. Summary**

This DIRECTIVE covers Hosting Enrollees of Federal Grant Programs which include:

- College Work-Study Program (CWSP),
- Retired Senior Volunteer Program (RSVP),
- Community Work Experience Program (CWEP),
- Senior Community Service Employment Program (SCSEP),
- Job Training Partnership Act (JTPA).

While people hired under these Programs are not Federal employees, the purpose of this DIRECTIVE is to advise of the availability of the Programs. Involvement is to be pursued locally. Addresses of national contacts are provided; however, there may be local government office contacts listed in the local phone directory. These Programs provide the Agricultural Research Service with needed employees without charge to personnel ceilings and with limited or no salary costs.

## **2. Abbreviations**

- ARS - Agricultural Research Service
- CWEP - Community Work Experience Program
- CWSP - College Work-Study Program
- FPM - Federal Personnel Manual
- JTPA - Job Training Partnership Act
- OPF - Official Personnel Folder
- PD - Personnel Division
- RSVP - Retired Senior Volunteer Program
- SCSEP - Senior Community Service Employment Program
- USC - United States Code

## **3. Authorities**

- FPM Chapter 309
- Comptroller General Decision (B-173933) of January 14, 1975
- Higher Education Act of 1965, Title IV, Part C, as amended
- Social Security Act as amended by the Omnibus Reconciliation Act of 1981
- Public Law 97-300, as amended
- Economic Dislocation and Worker Adjustment Assistance Act of 1988
- Senior Community Service Employment Act of 1978, as amended

- Domestic Volunteer Service Act of 1973, Title II, Part A, as amended

## 4. Definitions

**Administering Agency** - the department or agency designated by Congress to administer the specific program.

**Enrollee** - the person enrolled in the specific program.

**Prime Sponsor** - the grant recipient responsible for carrying out all or part of the program.

## 5. Policy

It is ARS policy to use these Programs as available staffing tools in accordance with the authorities listed and the guidelines of this DIRECTIVE.

## 6. Responsibility

Local managers will determine when these Programs are appropriate and will pursue the Programs with the Servicing Personnel Staffing Specialist.

## 7. Eligibility And Status

**Age.** The minimum age requirement is 16 except for the participation of 14 and 15 year old youths in the JTPA.

**Status.** Enrollees are not considered to be Federal employees. In programs authorized by Title IV of the JTPA (Job Corps), enrollees are considered Federal employees only for purposes of tort claims and injury compensation. Tort and injury claims by participants of other programs are adjudicated by the Department of Justice and the Department of Labor on a case-by-case basis.

**Equal Opportunity.** Each participant is subject to all laws and policies governing equal employment opportunity. All training and employment is open to individuals without regard to race, color, creed, religion, national origin, sex, age, disability, political or personal favoritism.

**Citizenship.** Enrollees must be a U.S. citizen or national (resident of American Samoa or Swains

Island). A noncitizen may be eligible provided he or she is:

- Lawfully admitted to the U.S. as a permanent resident; and
- A national of an allied country.

## 8. Programs

**CWSP.** The objective of this program is to provide part-time employment for undergraduate, graduate, and professional students who want to continue their studies but are in financial need. Work is scheduled during the academic year and, at times, during periods of non-enrollment. Up to 70 percent of the students' earnings may be paid through the schools from CWSP funds. Students seeking financial assistance should contact the financial aid office of the educational institution in which they are enrolled or plan to enroll. Further information should be requested from Director, Division of Policy and Program Development, Office of Post-Secondary Education, Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.

**JTPA.** This program provides job training and related assistance to the economically disadvantaged, the unemployed, the underemployed, dislocated workers and others who face significant employment barriers. Inquiries should be addressed to the Chief, Division of Program Development and Interpretation, Office of Employment and Training Programs, Department of Labor, Room N-4703, 200 Constitution Avenue, NW., Washington, DC 20210.

**SCSEP.** This program is administered by the Department of Labor and is designed to promote part-time work opportunities in community service activities for unemployed and financially needy individuals aged 55 or older. The community service activities should be in the enrollee's community and should be aimed at improving the environment or contributing to the general welfare. Generally, grant funds may not cover more than 90 percent of the program costs. Requests for additional information should be forwarded to the Director, Special Targeted Programs, Employment and Training Administration, Department of Labor, 200 Constitution Avenue, NW., Washington, DC 20210.

**CWEP.** The goal of this program is to provide job training and work experience to recipients of Aid to Families with Dependent Children and is a State initiative with funding and administrative support provided by the Federal and State Governments. All job projects developed under CWEP "Must serve useful public purposes," as defined by the State. Additional information may be requested from the Director, Family Support Administration, Office of Family Assistance, Department of Health and Human Services, Aerospace Building, 370 L'Enfant Promenade, SW., 5th Floor, Washington, DC 20447.

**RSVP.** This program offers retired adults, aged 60 and over, a more meaningful retirement life

through volunteer service that is responsive to community needs. The program functions under the auspices of an established community service organization with funding, support, and technical assistance provided by ACTION and the local community. For more information, write to the Retired Senior Volunteer Program Officer, Older American Volunteer Program, ACTION, 806 Connecticut Avenue, NW., Room M1006, Washington, DC 20525.

## **9. Assignment And Crediting of Service**

Enrollees may not be given assignments that lead to the displacement of ARS employees or the impairment of contracts for services. All work hours that the enrollee performs can be credited as work experience but may not be counted towards Federal service experience if an enrollee applies for Government employment in the future. Enrollees are not entitled to reinstatement eligibility based on these assignments.

## **10. Cost Sharing Arrangements**

ARS' share of compensation due enrollees must be made on a reimbursable basis to the Administering Agency or to the Prime Sponsor. Direct payment to enrollees would be an improper use of the appropriated funds and an unauthorized advance of public moneys.

ARS is responsible for Social Security payments on the full wages of college work-study students employed by ARS.

ARS may pay the full wages of enrollees serving under JTPA. Payment of hourly wages for enrollees of other programs should generally be the balance of the required minimum wage but must not exceed 50 percent.

Enrollees may not be paid for hours worked beyond those authorized under the particular enrollee program.

## **11. Agreements**

ARS will have a written agreement (see Exhibit 1) with the Prime Sponsor. ARS may terminate this agreement for any reasonable cause.

## **12. Procedures**

## **Supervisor**

- Identify work assignments which can be performed by enrollees. Where possible, work should relate to a student's educational program and provide maximum utilization of vocational competence and interest.
- Prepare a statement of duties.
- Work with the Servicing Personnel Staffing Specialist to determine the proper steps necessary to implement the chosen program.

## **Supervisor or LAO**

- Contact local sources to identify potential enrollees, plan program, and negotiate written agreement.
- When agreement conforms with requirements of this DIRECTIVE, sign for ARS.
- Where appropriate, obtain waiver of salary statement from enrollee (see Exhibit 2).
- Distribute signed agreement and waiver:
  - Original or copy - Retain.
  - Original or copy - To educational institution (where appropriate.)
  - Copy - To Area Director for information only.
  - Copy of waiver only - To enrollee.

For appropriate programs the following applies:

## **Financial Aid Officers/Institutions**

- Determine eligibility of students to participate in programs giving preference to students with the greatest financial need.
- Determine the number of hours the student may work, taking into consideration the extent of the student's financial need and potential harm of a particular combination of work and study hours on the student's health and/or progress.

T. J. CLARK

Deputy Administrator

Administrative Management

Exhibits (not available)

1 - Sample Program Agreement

2 - Enrollee Waiver